

Beaverton Committee for Citizen Involvement Bylaws

Last Amended March 26, 2012

Article I. Name

The Name of this committee shall be the Beaverton Committee for Citizen Involvement, hereafter referred to as the BCCI.

Article II. Purpose

The purpose of the BCCI shall be to facilitate portions of the citizen role mandated by the Oregon Land Conservation and Development Commission, Goal 1, relating to the citizen involvement in all phases of the planning process, and to assist the Beaverton City Council in developing methods by which Beaverton residents can participate in the decision-making process of the city government. Recognizing that the primary purpose of BCCI comes from Goal 1, it is also recognized that there is merit in this committee having an opportunity to participate in other activities which focus on citizen involvement. The BCCI is advisory only to the Beaverton City Council.

Article III. Role

The role of the BCCI shall consist of, but not be limited to, the following:

Section 1. To work with City Staff and Officials to develop a Citizen Involvement Program that ensures the opportunity for citizens to be involved in all phases of the planning process and to evaluate programs and procedures used to promote citizen involvement in land use planning.

Section 2. To make recommendations to the City Council to provide for widespread and ongoing citizen involvement and to assist the City Council in developing methods by which Beaverton residents can participate in the decision making process.

Section 3. To assist in assuring that technical information is available to citizen in an understandable form.

Section 4. To strive toward citizens receiving a timely response from policy makers and city staff.

Section 5. To encourage, monitor, and evaluate public involvement programs regarding land use.

Section 6. To provide avenues for Neighborhood Association Committees, hereafter referred to as NACs, and citizens to exchange ideas and information.

Section 7. To serve as a resource to the NACs without interfering with their internal policies, their contact with government or private entities.

Section 8. To actively promote the mission of BCCI to NACs and citizens.

Section 9. To make recommendations on legislation and ballot measures relating to land use or citizen participation in land use decisions. BCCI will elicit the views of the NACs and/or other citizens for inclusion in such recommendations. In doing so, any information provided by BCCI representatives will be neutral and include either all or no positions so as not to bias citizens' views. BCCI will take positions on legislation and ballot measures relating to land use or citizen participation in land use decisions only by a 2/3 majority vote of BCCI taken at a meeting that conforms to public meeting law. BCCI shall not expend any public funds to support or oppose any ballot measure or candidate for elective office. BCCI shall not take a position for or against any quasi-judicial land use application or any political candidate.

Article IV. Membership

Section 1. Each NAC officially recognized by the Beaverton City Council may appoint one representative. Each NAC may also appoint an alternate.

Section 2. In the case that the appointed NAC representative is absent from the BCCI meeting, the alternate assumes all powers and responsibilities of the appointed representative. The NAC representatives may temporarily relinquish authority to the alternate on any issue and reassume that authority as long as the NAC only has one voice and one vote on an issue. The one NAC alternate may serve in lieu of that NAC's regular representative on any BCCI subcommittee except the Nominating Committee.

Section 3. Eight members-at-large shall be appointed for a three year term by the Mayor and confirmed by City Council. These at-large members shall be selected after an open, well-publicized public interview process. To the extent possible, member appointments shall be broadly representative of geographic areas and shall have demonstrated interest related to citizen involvement and land use planning. Alternate members-at-large may be appointed for a one year term by the Mayor and confirmed by City Council. Alternate members-at-large may participate in all activities and subcommittees, except for the Nominating Committee, but do not have BCCI voting rights.

Article V. Officers

Section 1. The officers of this organization shall be: Chairman, Vice-Chairman, Treasurer, and Recorder.

Section 2. Chairman. The Chairman shall preside at all regular meetings, call special meetings as deemed necessary, and shall recommend the agenda for all these meetings to the Executive Committee.

Section 3. Vice-Chairman. The Vice-Chairman shall fulfill the position of Chairman in his/her absence. The Vice-Chairman shall be an ex-officio member of all standing and special subcommittees except that the Vice-Chairman will not be a member of the Nominating Committee.

Section 4. Recorder. The Recorder shall record the minutes of each regular meeting, special meeting, and Executive Committee meetings and shall present written minutes to the BCCI at its regular meetings for approval.

Section 5. Treasurer. The Treasurer shall receive all funds, keep an accurate record of receipts and expenditures, and provide a quarterly written report of account status to be approved by the BCCI membership. The treasurer shall only disburse funds that have been authorized by a vote of the BCCI membership. This last requirement may be waived up to the cumulative sum of \$100 upon approval of the Executive Committee. The Executive Committee shall give a report at the next regular BCCI meeting explaining the reason for the expenditure(s). BCCI bank statements shall be addressed to the Beaverton Neighborhood Office and copies sent to both the Treasurer and Chair. The BCCI financial record shall be deemed a public record under Oregon law.

Section 6. Election of Officers.

- A. At the regular September meeting, the BCCI will elect a Nominating Committee of 3 to 5 members including its Chairman. It will be the duty of this committee to select one candidate for each position whom the Nominating Committee believes will do the best job. NAC alternate representatives may not serve as officers. Nominating Committee members are designated to contact each nominee to ensure the potential nominee is willing to serve if elected.
- B. At the regular October meeting, the Nominating Committee Chairman will read the list of nominees. At this time, the committee is discharged. The BCCI Chairman will invite nominations from the floor.
- C. At the regular November meeting, the BCCI will elect, from the nominees submitted by the Nominating Committee together with nominations from the floor, each officer for the following year one office at a time, by a show of hands. For each office, in order of Chairman, Vice-Chairman, Treasurer, and Recorder, the current

BCCI Chairman will read the nominees for the position and ask for any additional nominations. A motion will then be made to close nominations and the BCCI will vote.

Section 7. All officers shall serve one-year terms, beginning January 1st. No member may serve as Chair or Vice Chair for more than two consecutive terms in the same office. The offices of Treasurer and Recorder shall have no limits on the number of terms they may serve.

Section 8. If a vacancy occurs, the Executive Committee shall act as the Nominating Committee as provided for in Article VIII, Section 4.

Article VI. Terms

Section 1. NAC BCCI members shall serve terms as determined by their respective NAC.

Section 2. Members-at-large shall be appointed by the Mayor, subject to the City Council's confirmation, to three-year staggered terms.

Section 3. Terms for all the BCCI members will commence with the January meeting of BCCI.

Section 4. If there is no NAC representative in attendance for three consecutive meetings, the BCCI Recorder will notify the NAC in writing and request representation. If an at-large member fails to attend three consecutive meetings, the BCCI Recorder will notify the Mayor in writing and request representation.

Article VII. Meetings

Section 1. Regular. The regular meeting of the BCCI shall be held monthly at a time and place determined at the January meeting each year.

Section 2. Special. Special meetings may be called as deemed necessary by the Executive Committee, with a minimum of seven days notice to all members.

Section 3. Agenda. Any BCCI member may propose an item for the agenda during a regular meeting if the proposed item would not result in a recommendation to a policy making body. If the proposed item may result in a recommendation to policy makers, the BCCI member may propose the item for a future agenda.

Section 4. Public Meeting Law Requirements. Any action by the BCCI that is advisory to the City Council shall be taken only at a public meeting as defined by Oregon Public Meeting Law.

Article VIII. Executive Committee

Section 1. The Executive Committee shall consist of the Chairman, Vice-Chairman, Treasurer, Recorder, and the immediate past Chairman if then a member of BCCI.

Section 2. The Executive Committee shall review the Chairman's proposed agendas for all monthly meetings. The Executive Committee shall approve items proposed by the Chairman for each agenda before such items appear on an agenda.

Section 3. The Executive Committee shall prepare a proposed calendar of events for the year, including approximate dates and submit its report to the BCCI for suggestions, modifications, and approval.

Section 4. The Executive Committee shall act as a Nominating Committee to fill vacancies for BCCI officers, liaisons, and subcommittee members. A special election will be held at the next regular BCCI meeting or at a special BCCI meeting if that meeting is held after the required 10-day public notice.

Article IX. Liaisons

Section 1. The Nominating Committee will be responsible for selecting candidates for BCCI representatives and alternates to other organizations, such as the Washington County BCCI and the Metro BCCI. The Executive Committee may make suggestions to the Nominating Committee for these representatives. The Nominating Committee will follow the same procedures and timelines for these delegates as provided for under Article V, Section 6.

Section 2. Terms for these representatives will be one year.

Articles X. Subcommittees

Section 1. BCCI will form all subcommittees by motions. Such motions may consider purpose, scope, cost, number of members, and duration.

Section 2. The Executive Committee may recommend Subcommittee Chairmen to the BCCI. The BCCI Chairman will ask for nominations from the floor. The BCCI will vote for the Subcommittee Chairman by a vote of hands.

Article XI. Quorum

Section 1. A simple majority of the voting members of BCCI shall constitute a quorum for all meetings of the BCCI.

Section 2. All actions of the Executive Committee shall require a 60% quorum of the committee and a unanimous vote of those present.

Section 3. Proxy votes shall not be used in any vote.

Section 4. Any action or decision requiring a vote shall require a simple majority of those present to pass except where these bylaws require a larger majority.

Article XII. Bylaws Amendments

Section 1. Proposed amendments shall be read verbatim at one meeting and voted upon at a subsequent BCCI meeting no later than the third following regular meeting.

Section 2. These bylaws may be amended by a two-thirds majority vote of the BCCI members attending the meeting and voting subject to review by the City Attorney and approval by the City Council.

Article XIII. Authority

Robert's Rules of Order, Revised (latest published edition), shall be the governing rules of order for BCCI in all cases in which it is applicable and is not inconsistent with these bylaws.